

## Chronological Resume Format

### **NAME**

E-mail address (optional)

Street Address • City, State Zip • Phone

### **JOB OBJECTIVE**

Position you are seeking

### **SUMMARY OF QUALIFICATIONS (optional)**

- Years of experience in the field related to your job objective
- Certifications/Licenses related to your job objective
- Overall work accomplishment relevant to your job objective
- Something about your personal work style
- Security clearance if applicable

### **PROFESSIONAL EXPERIENCE**

Name of Employer, City, State

19xx-present

#### **Job Title**

- Briefly describe your main duties and accomplishments
- Describe a problem and how you resolved it
- Emphasize results and how they benefited the employer
- Cite an award you achieved related to the job objective

Name of Employer, City, State

19xx-19xx

#### **Job Title**

- Briefly describe your main duties and accomplishments
- Describe a problem and how you resolved it
- Emphasize results and how they benefited the employer
- Cite an award you achieved related to the job objective

### **EDUCATION**

Degree, Major, date (optional), University or College, City, State

### **PROFESSIONAL DEVELOPMENT (related to your job objective)**

Military training, vocational training, seminars, workshops...